

April 16, 2007

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB OPENING

Position Title:	Natural Resource Specialist III
State Position Classification:	Class No. 2683/B09
Starting Annual Salary:	\$35,337
Required Travel:	As needed
Location:	Temple, Texas

GENERAL DESCRIPTION

Performs entry to intermediate level professional planning and project management.

Responsibilities involve contributing to development of local, regional and/or state level plans or programs related to natural resource conservation with an emphasis on nonpoint source pollution abatement and water quality project management and implementation. The incumbent of this position develops and carries out operational procedures for implementing programs and establishes methods for measuring progress related to their implementation. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Participates in health and safety training.

EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development, implementation and evaluation of plans or programs to implement resource conservation and nonpoint source pollution abatement measures.

Participates in planning conferences, workgroups and task forces as assigned.

Reviews and evaluates planning material related to resource conservation and nonpoint source pollution abatement.

Consults and communicates with other departments, agencies, soil and water conservation districts and other groups in furthering interest and/or action

regarding plans and programs related to resource conservation and nonpoint source pollution abatement.

Assists with agency involvement in total maximum daily loads and quality assurance.

Conducts field evaluations of resource conservation and nonpoint source pollution abatement projects or programs.

Assists in developing procedures for implementing resource conservation and nonpoint source pollution abatement plans or programs.

Provide administrative assistance to the nonpoint source management program.

Prepare and present presentations on the nonpoint source management plan program.

Tracks deliverables, maintains files, developing form letters, and generates reports.

Performs other duties as assigned.

EXPERIENCE AND EDUCATION

Experience in planning and compiling and analyzing data and information. Graduation from an accredited four-year college or university with major course work in agriculture, watershed management, environmental science, natural resource conservation, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of conservation planning; government organization and administration; formulation, coordination, and implementation methodologies; and the agency's mission and interrelation with other departments. Ability to evaluate planning material prepared by consultants and other departments. Must possess a working knowledge of PC's and common Microsoft office software programs. Ability to communicate with others in order to provide information, advice, and guidance to technical and program officials and provide/obtain information from agency employees, state and local planning commissions, and other organizations on a variety of controversial or complex issues. Good written and oral skills are required. Knowledge of the Clean Water Act, Texas Total Maximum Daily Load Program, quality assurance procedures, and the NRCS Field Office Technical Guide is preferred. Incumbent must be able to accomplish light lifting (15-44 lbs.) safely and participate in sustained moderate physical activities with full range of motion. Must have the ability to work effectively in

office and outdoor environments. Must be able to safely and legally operate a motor vehicle.

Complete a State of Texas application. Mail an original application to the address below. Resumes will not be accepted in lieu of the application.

For additional information, visit our website at www.tsswcb.state.tx.us or contact:

Human Resource Department
State Soil and Water Conservation Board
P.O. Box 658
Temple, TX 76503

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